

## **Job Opportunity**

### **Controller/Chief Financial Officer Kalamazoo, Michigan**

**Community Healing Centers** is looking for a **Controller/Chief Financial Officer** to join our leadership team!

#### **Position Summary**

This position reports to the Operations Director and is responsible for management of agency's financial operations and leading our accounting and billing team.

- Oversight and coordination of all financial services.
- Supervise employees performing accounting, billing, and collections duties.
- Monitor budgets and make recommendations to Executive Director during financial planning phases.
- Maintain general ledger and supporting journals according to good accounting practices.
- Prepare and post journal entries to the general ledger.
- Prepare the general ledger trial balance and monthly financial statements.
- Provide direction and assistance to other organizational units regarding accounting and budgeting policies and procedures and efficient control and utilization of financial resources.
- Assure financial documents are completed and submitted timely as required by the funding agencies and the Board of Directors. Prepare financial statements, business activity reports, financial position forecasts, budgets, and other reports required by agencies.
- Oversight of all accounts receivable records in an orderly manner with appropriate documentation.
- Oversight of petty cash funds to assure appropriate use within established policies and procedures.
- Analyze the financial details of past, present, and expected operations to identify development opportunities and areas where improvement is needed.
- Advise Executive Director and Operations Director on short-term and long-term financial objectives, policies, and actions.
- Monitor financial activities and details, such as cash flow and reserve levels, to ensure all legal requirements are met.
- Recommend and implement sound financial and business practices and procedures.
- Coordinate the annual audit of the financial records and the agency's 990.
- Coordinate the maintenance of fixed asset records to permit accurate calculation of depreciation, etc.
- Maintain current knowledge of organizational policies and procedures, federal and state policies and directives, and current accounting standards.

## QUALIFICATIONS

### Required:

- Bachelor's degree in Accounting/Finance, CPA or MBA a plus!
- At least 5 years experience in a financial role, with at least 2 of those years being in a management position
- Medical/healthcare billing experience
- Experience supervising staff
- Excellent communication and leadership skills

### Preferred:

- Experience working with a Board of Directors in a non-profit financial role
- Experience with multi-programming/fund accounting
- Experience with Peachtree, Streamline, MS Office
- Experience collaborating with mental health and substance abuse service providers is a plus!

### How to Apply:

Apply online with a resume and cover letter at:

<https://www.smartrecruiters.com/CommunityHealingCenters/74239846-chief-financial-officer>

**OR**

Submit a resume and cover letter to our Elizabeth Upjohn Community Healing Center located at 2615 Stadium Drive, Kalamazoo, Michigan

**OR**

All Community Healing Centers Job Opportunities can be found on our website – just click on the employment tab! [www.communityhealingcenter.org](http://www.communityhealingcenter.org)